



DEPARTMENT OF THE NAVY
NAVAL AMPHIBIOUS BASE LITTLE CREEK
2600 TARAWA COURT SUITE 100
NORFOLK, VIRGINIA 23521-3297

IN REPLY REFER TO:

NAVPHIBASELCREEK/
REGPUBSAFETYINST 1754.2B
N00B
12 MAR 2002

NAVPHIBASELCREEK/REGPUBSAFETY INSTRUCTION 1754.2B

Subj: COMMAND SPONSOR PROGRAM

Ref: (a) OPNAVINST 1740.3
(b) MILPERSMAN 1740-010

Encl: (1) Sponsor Notification Memo
(2) Sample Command Welcome Aboard Letter
(3) Sample Sponsor Letter

1. Purpose. To promulgate specific procedures and responsibilities to ensure Naval Amphibious Base Little Creek/Regional Public Safety (NAVPHIBASE LCREEK/REGPUBSAFETY) maintains an effective Command Sponsor Program.

2. Cancellation. NAVPHIBASELCREEKINST 1700.2A is hereby cancelled.

3. Discussion. A well administered Navy Sponsor Program can ease the difficulties encountered by Naval personnel and their families during each Permanent Change of Station (PCS) move. It will contribute to the reduction of the apprehension normally associated with any PCS move. Each member of the Naval service is important to the command and the Navy. A dynamic command Navy Sponsor Program will demonstrate this to the member and their family.

4. Action. To provide each Sailor ordered to report to NAVPHIBASE LCREEK/REGPUBSAFETY with a sponsor, the following actions are directed:

a. Administrative Officer

(1) Contact respective departments/storefronts when in receipt of PCS gains, tasking them to identify sponsors.

(2) Once sponsors have been identified, forward enclosure (1) to each assigned sponsor.

(3) Ensure the appropriate welcome aboard letter (enclosure (2)), identifying the designated sponsor, is forwarded to the Commanding Officer for signature. Once the welcome aboard letter has been signed, mail the letter, along with other informative packages/brochures, to the incoming Sailor.

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(4) Ensure a nametag is ordered for all incoming Sailors and that the name tag is ready no later than two weeks prior to the member's arrival date.

(5) Issue appropriate command check-in sheet upon member's arrival and ensure all aspects of orders, travel claim liquidation, etc., are properly submitted to the appropriate support personnel.

b. Sponsor. Upon receipt of enclosure (1), draft a personal letter to the prospective gain utilizing enclosure (3) as a guideline. Mail the letter to the prospective gain and provide a copy of the letter to the Administrative Office for file.

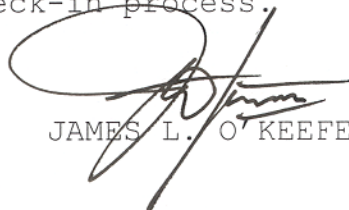
(1) Sponsors will familiarize themselves with the contents of references (a) and (b) and be prepared to provide assistance to the new arrivals as required. Some examples of the type of assistance sponsors can be expected to give are:

(a) On receiving a letter from the prospective gain asking for more information, you should respond expeditiously and convey an attitude of willingness to assist.

(b) If prospective gain is married, ascertain if dependent(s) will accompany them on arrival and offer to procure Navy Lodge reservations in advance.

(c) If prospective gain is single, or married unaccompanied, ensure berthing (including linen) is available on the expected date of arrival and ensure the appropriate duty personnel are aware of the individual's pending arrival. Upon arrival, if after working hours, duty personnel should accompany the individual to the appropriate Bachelors Quarters (if necessary), with endorsed orders. If during working hours the member's sponsor will escort them to begin check-in process.

(d) Assigned sponsors will accompany the prospective gain throughout the entire check-in process.



JAMES L. O'KEEFE III

Distribution:
NAVPHIBASELCREEK/REGPUBSAFETYINST 5216.2P
List IA, IB - Case B

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SPONSOR NOTIFICATION MEMO

MEMORANDUM

From: Administrative Officer, NAVPHIBASE LCREEK/REGPUBSAFETY
To: (Assigned Sponsor's Name)
Via: (Department Head/Storefront Manager)

Subj: SPONSOR ASSIGNMENT ICO _____

Ref: (a) NAVPHIBASELCREEK/REGPUBSAFETYINST 1754.2B

Encl: (1) Sample Sponsor Letter

1. In accordance with reference (a), you have been designated as the sponsor for SNM.
2. SNM is due to report to your department/storefront no later than (date) and is currently attached to (newly reporting personnel duty station), with a transfer date of (month/year).
3. You are requested to write SNM a welcome aboard letter as soon as possible, using enclosure (1) as a guideline, preferably within the next five days. Be sure to forward a copy of the letter to the Administrative Department for filing.
4. As SNM's sponsor, offer your assistance in any way possible. This includes meeting and greeting them on the day of their arrival to your department/storefront.
5. I must emphasize the great importance of your performance as a sponsor. Your efforts will have a lasting effect on SNM's first impression of your department/storefront along with the command. These initial impressions are crucial to the individual's long term attitude towards the command and the Navy. I urge you to continue to express an interest in SNM until they have become familiar with the command and their new duty assignment.
6. You are encouraged to contact the Command Career Counselor or Command Master Chief if you encounter any problems which you may not be able to resolve.

I. B. CORRECT

Enclosure (1)

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SAMPLE COMMAND WELCOME ABOARD LETTER

(FOR PERSONNEL ASSIGNED TO NAVPHIBASE LCREEK)

1306
Ser N11/

MM2 Mary Jane
USS EVERSAIL
FPO AE 09541-5123

Dear Petty Officer Jane,

We have recently received your orders. I am pleased with your assignment and would like to welcome you to the best base in the Navy (of course I am biased).

Naval Amphibious Base Little Creek (NAVPHIBASE LCREEK) provides services and support for 28 homeported ships and 75 resident commands based at Little Creek. Our harbor, beaches, and lakes provide the perfect terrain and bodies of water for conducting amphibious training.

Your assignment will be challenging and you will find the amphibious community warm and friendly. We have designated MA1 John Doe as your sponsor who will be sending you a personal letter shortly. His address is Naval Amphibious Base Little Creek, 2600 Tarawa Court, Suite 100, Norfolk, Virginia 23521-3297. His office telephone number is DSN 253-7341 commercial (757) 462-7341. Additionally, he may be contacted via email at JDoe@nablc.navy.mil. You should contact MA1 Doe to assist you in the check-in process. I am sure you will find your tour at NAVPHIBASE LCREEK rewarding and interesting. We have enclosed some flyers for some upcoming special events happening on base, along with some informational brochures. For additional information on NAVPHIBASE LCREEK, you can view our Website on the internet at www.nablc.navy.mil.

Welcome aboard, Shipmate!

Sincerely,

JAMES L. O'KEEFE III
Captain, U.S. Navy
Commanding Officer

Enclosure (2)

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SAMPLE COMMAND WELCOME ABOARD LETTER

(USE FOR PERSONNEL ASSIGNED TO REGPUBSAFETY)

1306
Ser N11/

SM1 John C. Doe
Naval Security Force Bahrain
PSC 451 Box 336
FPO AE 09834-2800

Dear Petty Officer Doe,

We have recently received your orders. I am pleased with your assignment and would like to welcome you to the best command in the Navy (of course I am biased).

The Regional Mid-Atlantic Public Safety Team is composed of three separate, but related major functions: 1) Fire Protection Services; 2) Law Enforcement and Physical Security Services; and 3) Safety Services (less Aviation Safety). We are tasked to carry out these functions within the Hampton Roads Navy Concentration Area. Your specific assignment will be with the Peninsula Security Precinct, physically located at Naval Weapons Station Yorktown.

Your assignment will be challenging and you will find the Hampton Roads community warm and friendly. We have designated SH2 Mary Jane as your sponsor. Her address is P.O. Drawer 160 Yorktown, VA 23691. Her office telephone number is: commercial (757)887-7430/DSN 953-7430. Additionally, you can contact her at JaneM@nwsy.navy.mil. You should contact SH2 Jane to assist you in the check-in process. I am sure you will find your tour with the Regional Mid-Atlantic Public Safety Team rewarding and interesting. For additional information on Naval Weapons Station Yorktown, you can view their Website on the internet at www.nwsy.navy.mil.

Welcome aboard, Shipmate!

Sincerely,

JAMES L. O'KEEFE III
Captain, U.S. Navy
Program Manager for
Regional Public Safety

Enclosure (2)

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SAMPLE SPONSOR LETTER

(Letter should be informal and hand written)

Date: _____

Dear _____

An advance copy of your orders to my department/storefront been received and I have been designated as your sponsor. My work address is:

N1 Department
Naval Amphibious Base Little Creek
2600 Tarawa Court Suite 100
Norfolk, VA 23521-3297

My work telephone number is (AUTOVON) _____, (COMM) (____) _____. Should you desire, my home telephone is (____) _____. I may be called at home between the hours of ____ - ____.

The Administrative Office has notified me that your welcome aboard package from the command was mailed _____.

If you should not receive the command's letter by _____, please contact either myself or the Administrative Office at (757)462-2592, DSN: 253-2592, so that another letter can be sent immediately.

Again, let me welcome you to (where the newly reporting personnel are to report). If there is any way I can be of further service to you, please contact me.

Sincerely,

I. M. SAILOR

Enclosure (3)